

Retention and Classification Report

Agency: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council (283)
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Records Officer Anna Owen

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AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 20844

3

TITLE: Annual reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 10/21/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 20844

TITLE: Annual reports

(continued)

APPRAISAL:

Administrative

This disposition is based on Utah General Retention Schedule, Schedule 1, Item 25, and the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 26363

TITLE: FI-NET payment records and reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 11/01/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 26363

TITLE: FI-NET payment records and reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 25495

3

TITLE: Grant case files

DATES: ca. 1972-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These grant case files document the agency's disbursement of federal grant funds from the Administration on Developmental Disabilities to various state agencies and community organizations as per 45 CFR 1386 et seq. The grants usually have a three year limit, and are given to applying governmental and non-governmental entities that provide services to the disabled. Examples of projects funds may be granted for include family training and counseling; conferences; making community facilities, streets and sidewalks more accessible; research projects and training to assist disabled individuals with the practical aspects of life. Examples of training include voting in elections and the use of public transportation. Records include grant applications, plans and contracts. Information includes applicant name and contact information, date submitted, anticipated date of completion, amount of funds requested and granted, expenditure details, details of issues to be addressed and authorizing signature.

RETENTION:

Retain 7 years after grant has expired.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2004

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 25495

TITLE: Grant case files

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FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years after grant has expired and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 20755

3

TITLE: Minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document the historical record for the Governor's Council for People with Disabilities. The minutes are taken from council meetings held eight times per year.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until no longer active and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 20755

TITLE: Minutes

(continued)

documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 6310

3

TITLE: Report on population of people with disabilities in Utah

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by personal identifier

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

This special report is created by the Developmental Center for Handicapped Persons from Utah State University under contract to the Governor's Council for People With Disabilities. It contains both demographic and statistical information on the needs of the handicapped population of Utah. It includes an executive summary report which is used as a transitional document for planning for the expenditure of funds to handicapped programs. The report is also distributed to Utah's congressional delegation in order to provide information for federal programs to the handicapped.

RETENTION:

Retain 1 year. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 10/05/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 6310

TITLE: Report on population of people with disabilities in Utah

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APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in issues concerning the handicapped population of Utah and the needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 27747

3

TITLE: UDDC self- or other agency audits

DATES: 2003-

ARRANGEMENT: chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Periodic performance audits of the Utah Developmental Disabilities Council (UDDC) by UDDC and other agencies are conducted. These audits are used by UDDC for reference. Records include reports on goals and results pertaining to agency programs and agency record keeping and contracts. Recommendations on the findings of reports are included.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

AUTHORIZED: 07/13/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives.

APPRAISAL:

Fiscal Historical Legal

These records may be sent to the State Archives after 10 total years but must not be destroyed or weeded. Weeding of the files is done at the time of archiving and a concerted effort is made

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

SERIES: 27747

TITLE: UDDC self- or other agency audits

(continued)

to send as little as possible.

PRIMARY CLASSIFICATION:

Public